

CONFIDENTIAL

5 June 1981

MEMORANDUM FOR: Deputy Director,
Physical, Technical and Area Security

25X1 FROM: [REDACTED]
Chief, Administrative Staff, ICS

SUBJECT: Security Audit of the Intelligence Community Staff

REFERENCE: Memorandum for the Deputy to the DCI for Resource
Management and Memorandum for the Deputy to the DCI
for Collection Tasking Staff--Both dated 26 January 1981

This memorandum is a followup on the steps taken to implement the informal list of recommendations made in January 1981 by the Security Audit team. The attached list of responses is keyed to the recommendations made by [REDACTED] 25X1

25X1 [REDACTED] of the team. Some of the responses were covered in the informal 10 February meeting between [REDACTED] and 25X1 IC Staff management.

Attachment
As Stated

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25X1

Approved For Release 2005/01/10 : CIA-RDP84M00713R000200060001-6

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SUBJECT: Security Audit of ICS

III. Personnel

1. IC Staff personnel were afforded a security reindoctrination by SEG during February and March 1981.

2. All persons who enter on duty with IC Staff, regardless of capacity, are given an EOD Security Briefing. Ninety days later, each employee is given a followup briefing. During these sessions, pertinent security issues such as cover, "need to know," compartmentation, passage of clearances, transportation of classified material, etc, are discussed at great detail. Exit interviews are also given to employees departing IC Staff during which debriefing statements for special clearances are executed and Agency documentation is retrieved.

3. Arrangements have been made to have the Security Officer attend IC Staff meetings on a monthly basis or whenever a special need arises.

4. A full-time secretary for the Security Officer has been requested but at the present time, there is insufficient headroom on the IC Staff table of organization to allow this to occur. The idea of an additional Security Officer does not seem feasible at this time.

5. This is being done.

IV. The perimeter lights to CHB have been repaired, and the FPO's are now conducting routine guard checks to ensure the security of the area immediately surrounding CHB.

V. As soon as the panic alarm is installed in the Receptionist's area, a guard instruction will be written outlining the proper procedures to follow when an alarm is received.

VI. This is being done.